

# CHAPTER 14

## REQUEST FOR ANALYSIS FORM

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A Request for Analysis Form (RFA) is used by TCEQ field collectors to request laboratory analysis of samples. Additional information is provided below.

### Life Cycle of an RFA

1. Collector creates an RFA in SWQMIS.
2. Collector collects water, sediment and biological samples in the field.
3. Collector matches these samples with their associated RFAs.
4. Collector ships samples with their associated RFA to the lab for analysis.
5. Laboratory processes samples and RFAs.
6. Lab sends RFAs and Lab Reports to DMA.
7. DMA reviews RFAs and Lab Reports prior to validating data in SWQMIS.
8. DMA validates data and sends the validated RFAs and Lab Reports to Regions.
9. Regions file and keep RFAs according to the retention schedule.

### How Many RFAs are Needed?

- 1 RFA for each media type—water, sediment, tissue are always submitted on separate RFAs
- 1 RFA for each of the following monitoring types;  
routine monitoring (RT)  
equipment blank (EB) for dissolved metals  
field blanks (FB) for both total metals and total Hg on single RFA

**Example:** ambient metals-in-water samples collected

- 1 RFA for all metals in ambient water (dissolved, total, and total Hg)
- 1 RFA for the equipment blank (for dissolved metals)
- 1 RFA for the field blanks (both total metals and total Hg on single RFA)

### RFA Fields

#### *Information Provided by Field Staff*

The following RFA information is auto-generated by SWQMIS or filled in by the sample collector.

#### **RFA Tag #**

Auto generated by SWQMIS when an RFA is created

#### **Region**

Auto-populated by SWQMIS using the Station ID entered.

**Generator's Email ID**

Auto-populated by SWQMIS using the login information of the user

**Lab**

Select the laboratory that will analyze the samples

**PCA**

Project Code entered by collector

**Station ID**

Enter the sample Station ID

**Segment ID**

Auto-populated by SWQMIS using the selected Station ID

**Collector**

Select or enter collector's name

**Description**

Auto-populated by SWQMIS using the Station ID

**Submitting Entity**

Select the entity submitting the data to SWQMIS, refer to DMRG Chapter 4

**Collecting Entity**

Select the entity collecting the samples, refer to DMRG Chapter 4

**Monitoring Type**

Select the monitoring type based on purpose, refer to DMRG Chapter X

**Associated Samples – Tag ID**

Select or enter associated RFA Tag IDs for all sample types collected at the station (ambient and QC, if applicable)

**Associated Samples – PC**

Enter the program code for each Tag ID for ambient or QC samples

**Grab Sample - Date**

Enter the grab sample date

**Grab Sample – End Time**

Enter the grab sample time

**Grab Sample – End Depth**

Enter the grab sample depth

**Composite Sample – Start Date**

Enter the composite sample start date

**Composite Sample – End Date**

Enter the composite sample end date

### **Composite Sample – Start Time**

Enter the composite sample start time

### **Composite Sample – End Time**

Enter the composite sample end time

### **Composite Sample – Start Depth**

Enter the composite sample start depth

### **Composite Sample – End Depth**

Enter the composite sample end depth

### **Composite Category**

Enter the composite category: T=Time; S=Space; B=Both; F=Flow Weight

T = Time (is not weighted)

S = Space (is not weighted)

B = Both (Time and Space)

F = Flow Weighted (Flow-Weighted Mean Concentrations)

NOTE: For the calculation of the FPMC, data on the concentration, sample time window and flow are required for each sample. The concentration in each sample is weighted by both the time and the flow that accompanied it.

The FPMC represents the total load for the time period divided by the total discharge for the time period.

The equation for calculating the FPMC<sup>1</sup> is:

$$FPMC = \frac{\sum_{i=1}^n (c_i * t_i * q_i)}{\sum_{i=1}^n (t_i * q_i)}$$

where  $q_i$  = flow in the  $i^{th}$  sample

### **Composite Type**

Enter the composite type (# of grabs)

### **Lab Info – Specific Conductance**

Enter the field specific conductance value

### **Lab Info – Field pH**

Enter the field pH value

### **Lab Info – No. containers**

Enter the number of containers accompanying this RFA

### **Lab Info – Bacteria Bottle Lot #**

Enter the bacteria bottle lot number

### **Lab Info – Hazards or Special Instructions**

Record any hazards or special instructions for the lab

Information Provided by Laboratory Staff The following RFA information is filled out by the laboratory receiving the samples.

### **Lab #**

A unique Lab ID that identifies the RFA and associated samples when received by the laboratory.

**Received by Lab - Initials**

Record initials of lab staff receiving the sample(s)

**Received by Lab - Date**

Record the date that the samples were received by the lab

**Received by Lab - Time**

Record the time that the samples were received by the lab

**Received by Lab – Cooler Temp**

Record the cooler temperature

**Received by Lab – pH checked**

Circle yes if the pH was checked and no if it was not

**Received by Lab – Notes**

Lab staff records any notes regarding receipt information

**Chemicals in Water**

Circle only those tests requested

**Metals in Water**

Circle only those tests requested

**Sediment**

Circle only those tests requested

**Organics in Water**

Circle only those tests requested

**Tissue**

Circle only those tests requested; refer to [DMRG Appendix C](#)

***Additional Information***

[Water Quality Laboratory, Heidelberg College<sup>1</sup>](#)

[SWQM Procedures Volume 1](#)

[SWQMIS User Guide](#)